

**Request for Information (RFI)/Sources Sought for House On-Campus  
Office Support Services  
RFI06102005**

**REQUEST FOR INFORMATION (RFI)/ SOURCES SOUGHT NOTICE**

**THIS IS NOT A SOLICITATION/REQUEST FOR PROPOSAL/REQUEST FOR  
QUOTE OR INVITATION TO BID**

The House is issuing this notice for the purpose of market research only and the House is in no way obligated to purchase any material as a result of this inquiry. All information is submitted voluntarily. The House will not pay for any information submitted by respondents in response to this sources sought notice. If any solicitation would result it would be synopsisized on the FedBizOpps website and it would be the offeror's responsibility to monitor the FedBizOpps website for any future synopsis. No verbal request for the sources sought notice package or questions will be honored.

**General Information**

Document Type:	Request for Information (RFI)
RFI Number:	RFI0610202005
Responses Due:	November 28, 2005

**Contracting Office Address**

United States House of Representatives, Office of the Chief Administrative Officer, Office of Finance and Procurement, Room 356 Ford House Office Building, Washington, D.C. 20515.

**1.0 Introduction**

The U.S. House of Representatives (House) is considering expanding the offering of on-campus office support services. The House seeks information from the vendor community on the infrastructure required to support these services and the likely pricing for these same services. This information may be used to refine the requirements and potential services to be established on campus.

**1.1 Background**

The Chief Administrative Officer (CAO) and other House offices, provide a foundation of services to facilitate the activities of the House, its Members, staff and visitors. On any given day, this involves serving an estimated on-campus employee population of 7,000. The House campus is considered to include the U.S.Capitol, Rayburn, Longworth, Cannon and Ford House Office Buildings.

Office demands for services tend to rise and fall with the House legislative and election schedules. The employee population estimate above is based on the House being in-session during a non-election period. The House legislative calendar can be accessed online through the House Gateway at <http://www.majoritywhip.gov>.

The CAO conducted a market survey in February 2005 to gauge customer interest on potential on campus office support services. The analysis of the survey shows a significant interest in most of the services surveyed.

## **1.2 Objective**

The intent of this Request for Information (RFI) is to gather additional information, such as the requirements, feasibility, and estimated cost of providing these added services to the House community. Responses from this RFI will aid the House in a decision whether or not to proceed with the issuance of a solicitation for the on campus office support services surveyed.

The House requests that vendors use the provided transactional data to create their base requirements to provide premier services to the House community.

Responses should be based on the services being bundled and presented as two options:

1. Customer Service and Production capability provided from an on campus location. The storefront and production site may be either collocated or in separate sites on the campus.
2. Customer Services offered in on campus storefronts with off-site Production capability provided by the vendor.

Areas to be addressed include, but are not limited to:

- Estimated space and environmental requirements;
- Utilities requirements (communication lines [analog, digital], voltage, etc);
- Proposed staffing levels and hours of operation;
- Submission of pricing for each service should be broken out by Proposed Service and then by any bundling of Proposed Services;
- Time required to stand up the bundled operation based on using option 1 and option 2;
- Access – delivery and receiving requirements

Pricing data is to be provided based on the basic offerings for the service categories noted and if different prices based on location of production site then the pricing should be presented as such. The submitted pricing structure can be by straight transactional fees, transactional fees plus management fees, or by other models.

The estimated transactions data reflects the tabulation of survey responses received from Member offices only. According to the market survey, there is likely to be an extensive increase in the number of non-Member office transactions for the more commercial services such as Pack & Ship and the Copy & Fax.

Proposed Service	Service Details	Estimated Transactions	
		Per Day	Per Year
Pack & Ship	Provide assistance with packing & shipping (sending) of parcels, including but not limited to the sale of necessary packaging materials (products). Shipments will not exceed U.S. Postal Service requirements as well as Private Delivery Service's size requirements (Airborne Express, DHL, FedEx, UPS, etc.). There will be a need to coordinate transfer of USPS parcels to the current House mail vendor.	167	40,000 - 44,000
Copy & Fax	Provide Copy, Scan and fax services including document production expertise to create and produce high-quality, professional documents including color copies.	77	18,000 - 20,000
Hard Copy Mailing Assistance Services	Provide hard copy mailing assistance in preparation, design, print and mail shop services including but not limited to folding, inserting and presorting of materials for large district-wide mailings.	52	12,000 - 14,000
Online Bulk and Large Volume Mailing Assistance	Provide assistance with coordinating and sending large quantities of electronic and postal mail as a means of corresponding with district residents and constituents.	49	11,000 - 13,000
High Volume Printing	Provide high volume print services including but not limited to informal print jobs in color, black & white copies and digital printing.	47	11,000-13,000
Money Transfers	Provide money wire transfer services.	28	6,000-7,000
Lamination Services	Provide lamination services for paper products ranging from 3"x5" cards to posters.	No data available	No data available

### Submissions

Vendors shall submit information in one electronic version in MS Word or PDF format by email to [Christine.Stewart@mail.house.gov](mailto:Christine.Stewart@mail.house.gov) with a copy to [Lawrence.Toperoff@mail.house.gov](mailto:Lawrence.Toperoff@mail.house.gov) not later than November 28, 2005. No information submissions will be accepted after this date.

### Point of Contact

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